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17 AUG 1973

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report - Week Ending
17 August 1973**

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2. Successful Clerical Recruiting Trip:

recruiters, spent this week recruiting clerical personnel in Elizabeth City, Wilson, Fayetteville, Wilmington, and Jacksonville, North Carolina. The North Carolina Employment Service conducted a radio and newspaper advertising program for them and they reported high response and a number of excellent candidates. They were particularly impressed by a retired Army officer at Fayetteville who accompanied his daughter to the interview. The officer had lost his son in Vietnam and a daughter in her childhood. He informed the recruiters that he considered it an honor to "give" his daughter to the CIA.

3. Co-op Program: Requirements for co-op students for the first six months of calendar year 1974 are at an all-time high -- 42. This is a 40% increase over any previous single year.

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5. Stop on Hiring: NPIC has put a 60-90 day hold on the EOD'ing of all photo interpreters and illustrators. Due to position cuts they are in the process of another reorganization and do not want to bring new employees on board until they have accommodated all present employees.

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7. Position Management Survey: In the Position Management and Compensation Division survey of physical security functions performed by both the Office of Security and the Commo Security Staff, numerous meetings have been held with OS and COM/SEC representatives to consider possible duplication and problem areas. We expect to complete evaluation of data and develop recommendations in the next two weeks.

8. Grade Pattern - Overseas: A new secretarial pattern followed by the Department of State for overseas positions has been obtained from State. A preliminary review indicates that CIA secretarial positions are generally equal in pay to comparable State positions.

9. Insurance: The two Headquarters Notices announcing payroll deductions of life insurance premiums and changes in UBLIC premium rates have generated 31 new applications and 20 applications to increase coverage during the first two weeks of August. This compares favorably with the normal monthly average of 21 new applications.

10. Rehired Annuitant: During the week the Acting Director of Personnel approved the following retired annuitant case for the Directorate of Management and Services:

25X1A [REDACTED] --Office of Logistics--Independent Contractor--one-year extension.

11. Effect of St. Louis Fire: Due to the fire at the Military Personnel Records Center, lengthy delays are anticipated in securing verification of military service being used on the computation of civilian annuities. The CIARDS program provides for an interim payment arrangement of 75% of the annuity pending verification of any unconfirmed civilian and/or military service and/or completion of administrative requirements (i.e., transfer of funds from CSC). The withholding of 25% pending such verification appeared to be too great a financial reduction for the annuitant, particularly when the unverified service represented a comparatively short period of time. It has, therefore, been arranged for payment to be made on the basis of all verified service (which may be 99.5%) in those cases where the only missing ingredient is formal verification of military service. For instance, discharge papers are being used as prima-facie evidence.

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Coming Events

Continue work on the annual report.

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for

Acting Director of Personnel

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